CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: 13 December 1966

SUBJECT : Meeting on Development of Requirements for the 19 OP Interface Systems in the Human Resource Area

PARTICIPANTS: ███ STATINTL

COPIES TO : Participants

In opening the discussion on the order of precedence (tentative priorities) which we might apply to the 19 OP interface systems, ████████████ commented on the fact that OCS's present philosophy of conversion is to convert those systems first which will not interfere with other on-going systems on a one-for-one basis; then tackle the more demanding and interrelated systems, hopefully as redesigned systems and finally to reprogram, as requested, the systems first converted. The list of priorities (i.e., which system to handle first and so forth) developed by the human resources group, however, is based more on the interdependence of the interface systems and the relative importance to OP management - hence the placement of interlock systems 1 and 2 in that order followed by the other selections. STATINTL

████████████ stated that he thought that the Recruitment Requisition System, the Recruitment, Pre-Employment Processing and Applicant Control System, and the Applicant Source System which appeared 8th, 9th, and 10th on the draft list of priorities should be moved closer to the top of the list. After discussion, the group agreed to move the subject systems up so that they would become 6th, 7th, and 8th in priority. In doing this, the Military Reserve Affairs and Draft Status System was moved to 9th position and the CIA Retirement and Disability System was moved to the 10th. STATINTL

The reason for introducing ceiling, total development complement spaces and number of development complement spaces into this particular system was explained by ████████████ The primary purpose is to provide the capability of computing authorized positions or spaces in total or by grade without the necessity for manual

adjustment and computation of the distribution of development complement spaces after on-duty strength figures were determined. It was reported that this proposed change had been discussed with ████████(C/PMCD/OP) who was in agreement with the change, particularly since the formula for computing development com- plement spaces as defined in the regulations was not adhered to in many instances. It was the concensus of the group that the total authorization should equate to ceiling. ████████raised the question as to whether spaces should be set aside for the development complement but after discussing the use of the development complement by the SC and S career services, it was decided not to recommend any change at this time. During the discussion, ████████asked if the sub-category code had been included in the system and ████████stated that the code would appear as the last digit in item 14, Target/Manpower Category, on the Input/Data Master Listing. For the sake of clarity, it was agreed to not the use of sub- category in paragraph 1 of the system's objectives. *note*

The group accepted item 6, Position Title; ████████item 7, Schedule; item 8, Occ. Series; and item 9, Grade, without comment or suggested changes.

Item 10, Dummy Grade, was briefly described by ████████as the technique of inserting the symbols "SG" or "00" in lieu of the actual grade in the "grade of position" column of the Position Control Register and related listings for super- grade and certain project position on the T/O. ████████stated that probably the philosophy behind the subtrefuge of so recording positions was still valid but agreed to look into it further.

Items 11 through 14, Position Number, Flexible/Non-Flexible, Planned Incumbency, and Target/Manpower Category were accepted by the group without any suggested changes. The term "Career Service" in item 15 was changed to read "Service Designation."

In discussing item 16, Language & Level Requirement, it was recommended that the development of this qualifying factor was, at this time, the responsibility of the Office of Training. The question as to whether or not the item should even be recorded under this system was raised but in discussion the group agreed that Ceilings, Staffing and Development Complements was probably the most logical place to record the factor even though problems of recording and maintenance would be encountered. In the case of new or revised positions, the factor of Language & Level Requirement could be recorded by PMCD, with some effort, by use of Form 261, Staffing Complement Change Authorization. ████████suggested the problem be discussed at a later time with ████████OTR.

████████explained that inclusion of item 17, Geog. Area & Country-City Code, was an attempt to put a geographic label and the geographic organizational area on each and every job. To do this, the same Country-City Code and Organizational Area used on personnel actions would be noted on Forms 261 processed out of PMCD/OP.

In the case of item 18, Date Last Listed on Form 261, and item 19, Date Position Last Audited, it was explained that item 18 referred to the most recent date that an action of any type covered by Form 261 was taken in regard to the specific

position whereas item 19 related to the most recent date that the position was audited by a classification officer. In some cases, the dates would coincide.

Item 20, Position Flag, permits PMCD to tag any position for any reason in which PMCD wants to be notified of a personnel action being processed against the position in question - in other words, "don't make a move without calling PMCD."

Item 21, PCR Control No., is a number now established by OCS to control the proper sequence listing of jobs (the pecking order) on the Position Control Register. In the future system, the possibility of establishing the number by PMCD should be explored to permit direct input from the latter office.